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UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 060

Job Vacancy

June 4, 2004

OPEN TO: All Interested Candidates

POSITION: **VOUCHER EXAMINER (A53101)**

CLOSING DATE: **Monday, June 21, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-6
EFM/NOR - FP Scale = FP-8

If you are an AEFM (Appointment Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
 Attention: Recruitment Unit
 Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Voucher Examiner in the Financial Management Office (FMO).

BASIC FUNCTION OF POSITION

The incumbent of this position provides comprehensive vouchering support, technical advice and assistance for moderately complex vouchers including

purchase orders, transportation vouchers, vendors payments, payment for medical services, claims for reimbursements, travel grants, personal and non personal service contract vouchers, utilities and numerous other miscellaneous vouchers from State and other agencies such, IRS-JUDATT-USSS-LEGAT-ICITAP-CUSTOMS-OPDAT-MILGP.

MAJOR DUTIES AND RESPONSIBILITIES

A. Incumbent of this position is responsible for auditing, processing and ensuring that the goods or services were actually received as ordered and that quantity, unit process and extended totals were correct. Verifies that the fiscal data contains appropriate authorizations and ordering/receiving officer certifications are provided and supported by documentary evidence showing that a valid binding written agreement has been executed and recorded and is on file. Assures that the request for payments is in accordance with the provisions, terms conditions of the agreement, whether it be contract, purchase order, etc. Assures proper distribution to different agencies in accordance with established requirements according to bureau and/or allotments, responsible for a wide range of complex vouchers for STATE, ICITAP, USSS, IRS, JUDATT, LEGAT, MILGPCOL. Incumbent also processes difficult complex vouchers such ACS payments, consular payments, repatriations, MRV payments, Banco Union Colombiano payments, projects ATA VIP protection and equipment projects. Daily follow up on approval signatures and other paper work from State and different agencies, clear advances payments. Check for compliance with terms of the original contract or purchase order and ensures that all the payments processed are legal proper and correct. In order to perform a proper examination, it is necessary to have knowledge of a variety of regulations such as FAN, SR etc to enter difficult non cashier vouchers into RFMS for the above agencies mentioned. Process all types of payments such as, administrative fees, BPAs, purchase cards, travel card agencies, monthly repairs payments for state and agencies, to make copies of all invoices to VAT reimbursement.

B. Keeps record of all Debtor Creditor files, maintains and updates all EFT data and provides information on EFT to all American employees. Assigns a consecutive number to each voucher processed before entering it into RFMS. Keeps record of all vouchers processed and file vouchers State, agencies. Provides copies to agencies IRS-JUDATT-USSS-LEGAT-ICITAP-CUSTOMS. Input info into RFMS from other colleagues. Makes sure payments for MILGPCOL – (different agencies) and BPAS.

C. ProvideS funds to GSO for different agencies (ICITAP-IRS-JUDATT-USSS-LEGAT-CUSTOMS-MILGPCOL) employee handle.

D. Gives information to vendors about payments and answer phone calls requesting for information about fund cites or other issues.

MINIMUM QUALIFICATIONS

NOTE: Candidates who do not meet these minimum qualifications will not be considered.

1. Education: Secondary School is required. Completion of vocational training in accounting is required.
2. Prior Work Experience: Two years of progressively responsible experience in accounting or auditing.
3. Post Entry Training: Training in RFMS accounting and procedures plus Excel and others data base applications and word processing. Voucher Examiner training course.
4. Language Proficiency: Level III English (good working knowledge) is required. Level IV Spanish (fluent) is required.
5. Knowledge: Employee must have a thorough knowledge of 4FAM. Treasury regulations applicable regulations of supported agencies and local laws. Management accounts structures and procedures of Department of State and serviced agencies.
6. Skills and Abilities: Excellent skills in the use of computers (Word, Outlook, and Excel), typewriter, calculator to support financial operations. Ability to deal pleasantly effectively with American and FSN co-workers. **Must have Level II typing (40 words per minute).**

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM)**: U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member

permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.

2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR
EMBASSY RECEPTIONIST BY: 06/21/04**

DISTRIBUTION: "BB"

VOUCHER EXAMINER A53101.doc